

DIVISION OF MINES	CHAPTER: V Investigations
PROCEDURES MANUAL	
	PROCEDURE NO: 1.05.01
	ISSUE DATE: January 1, 1997
SUBJECT: Investigation Of Accidents	LAST REVISED: 10/00
And Incidents	

OBJECTIVE AND INTENT

To provide for effective and efficient investigations of accidents and incidents consistent with requirements of the Mine Safety Act for the purpose of determining causes and evaluating and recommending measures to prevent other occurrences.

GENERAL

1. COORDINATION OF INVESTIGATIONS

- It is the responsibility of the Division of Mines to respond promptly to the occurrence of all accidents and reportable incidents as mandated by the Coal Mine Safety Laws of Virginia.
- In the event of a mine fatality, mine fire, explosion, or entrapment of persons, field personnel will follow the procedures provided in Chapter III, Emergency Response. It will be the responsibility of field personnel to assist the Emergency Response Team in the event of any of these emergencies.
- The receiver of notification of any incident requiring investigation shall obtain information addressed on page three of the Mine Emergency Response Directory, concerning notification of a mine related emergency.
- DM personnel may be involved in the investigation of other incidents which will not involve the Emergency Response Team. To respond and manage these investigations, personnel will need to follow procedures necessary to complete the investigation in an organized and effective manner to ensure the safety of all persons involved while determining the cause(s) of the accident or incident, completing a report of the investigation, and communicating the causes and recommendations back to the mining community.

2. RESPONSE

- The receiver of notification of any incident that requires investigation will instruct the informant to remain available for instructions or additional information.
- Receiver will assure informant that DM personnel will be dispatched and the approximate time of personnel's arrival.
- Upon receipt of notification of an incident, the DM representative will notify his immediate supervisor and the Public Relations Manager.
- The DM representative receiving notification of an incident must coordinate promptly with the affected supervisor to ensure that established response procedures are followed.
- An investigation should include but not be limited to, interaction by and between the Division of Mines, company, a representative of the miners, and MSHA.
- A tracking number for reported accidents and other incidents will be assigned when the event is confirmed.

3. ARRIVAL AT THE MINE SITE

- Properly identify yourself immediately upon arrival and state to the responsible person on site the purpose of your presence.
- Verify the validity of the information initially received by DM from the mine. Secure names of witnesses, all persons involved, and other pertinent information.
- Notify appropriate supervisor of the incident status, verify available details, and summon additional support personnel to assist if needed.
- Direct personnel in ensuring that proper safeguards have been met to protect the health and safety of those involved in the investigation.

4. INITIAL REPORT OF INVESTIGATION

- Verbally notify the supervisor and/or Chief of the details of the incident as soon as the preliminary investigation is complete. In the event of a multi-day investigation, the supervisor and/or Chief will be updated of the current status of the investigation prior to the end of each work day.
- A report will be prepared after the investigation is completed.